

**Board of Prison Terms
Job Opportunity
Research Analyst II
Administrative Services Division**

Duties: Under the general direction of the Research Manager I, the Research Analyst II (RA II) will perform the complex technical analysis needed for programs mandated by law to be administered by the Board of Prison Terms (BPT). Such mandates include the Americans with Disabilities Act (ADA), sexual violent predator, mentally disordered offender, foreign prisoner transfer program and term setting responsibilities associated with life prisoners and parole violators. The incumbent will perform the complex research functions needed to prepare special statistical information requested by BPT management, state control agencies, Legislature of the State of California, federal departments, various law enforcement agencies, and other approved outside sources.

The RA II applies research methods for problem exploration and definition, planning, designing the approach and sequence of steps, collection of data, and interpretation and documentation of findings in a structured and professional format. Creates various reports for the BPT such as: reports for the ADA, Life Prisoner Reports, Parole Revocation Reports, and maintains a library of publications that may be approved for release by the BPT. Creates computer data sets for specific time periods for various report requests.

Performs research for statistical information on ADA, parole revocation, determinate and indeterminate sentencing and life prisoners as requested by BPT management staff and various law enforcement agencies. Statistics requested are used for program planning, workload projections, training and development, legislative analysis, and budget preparation. Applies programming, automation, and technical skills and working knowledge of statistical software and other mainframe computer facilities (JCL, TSO, system utilities); Analyzes the need for California Department of Corrections data, such as from the Offender-Based Information System and warehouse files, for use in conjunction with BPT data sets.

Desirable Skills: Above average computer skills, proficient with Microsoft products, various research applications, SAS and some knowledge of SQL and Oracle Reports.

Who Should Apply: Individuals who are eligible for appointment to the classification of Research Analyst II. Lateral transfers will be considered.

Salary: \$4,110.00-\$4,997.00

How to Apply: Submit a standard state application and resume to:

Board of Prison Terms, E-18
1515 K Street, Suite 600
Sacramento, CA 95814
Attn: Julie Martin
(916) 322-9420

Deadline: **Until Filled**
Applications will be screened, and the most qualified applicants will be scheduled for an interview.